

CONRAD PUBLIC LIBRARY POLICY: COLLECTION DEVELOPMENT

This policy serves a number of purposes for the Conrad Public Library, such as:

- it guides staff in the selection, retention, and disposal of materials
- it assists in maintaining a collection that meets the multiple and varied interests of patrons
- it serves as a planning device for the staff and Board of Trustees
- it helps to ensure that the collection is broad and diverse, and includes subjects and ideas that are safe, comfortable, unorthodox, and challenging
- it reflects the breadth of ideas that exist in a free marketplace and respects the right of its patrons to explore those ideas for themselves and their families
- it reemphasizes the commitment to the principles of intellectual freedom adopted by the American Library Association and expressed in the [Library Bill of Rights](#) and [The Freedom to Read Statement](#)

The Conrad Public Library will follow the American Library Association's guidelines for small libraries in maintaining and developing a core collection of materials for its patrons, and shall strive to provide an appropriate number of copies of titles depending on requests.

The Library currently has about 20,000 books in its collection, as well as access to 29,900 e-books and 19,839 downloadable audio units (available through MontanaLibrary2Go, a statewide consortium of electronic resources). We also have about 1000 videos and audio books.

SPECIAL COLLECTIONS

The Conrad Public Library has a substantial collection of written materials about Montana that covers its history, its national parks, its Native American tribes, and its authors. The Library makes every effort to include works by local area authors and provides resources, such as newspapers from Conrad (back to 1900) and Valier (back to 2000). The Library continues growing the collections of large print and Christian fiction holdings.

EXCLUSIONS

The Conrad Public Library does not collect the following items: abridged works, archival materials, dissertations, textbooks, specialized training or curriculum materials, medical materials (except those of a general nature), and genealogy materials (except those of a general nature).

DONATED MATERIALS

Patrons play an important role in the development of the collection because of their generous donations of used books, audio books, and videos that supplement the Library's budget.

In deciding whether or not to add donated materials, the Library will determine:

- if the donation is currently in the collection
- if the donation should be duplicated in the collection
- if the donation is in better condition than the Library's current copy
- if the donation supplements the Library's current collection

FUTURE ACQUISITIONS

In purchasing materials, the Library shall consider, first and foremost, the expressed needs and desires of its patrons. Materials of historic importance will remain an important part of the collection, offset with more contemporary or popular materials. Non-fiction materials will be reviewed periodically to ensure that the holdings are reasonably up-to-date, diverse, and informative.

In making its purchasing decisions, the Library will consult a number of sources, including:

- [Book Page](#)
- [The New York Times Book Review](#)
- [The New York Times Best Sellers](#)
- [USA Today Best-Selling Books](#)
- [The Pulitzer Prize](#) winners and finalists
- [The Edgar Award](#) winners and finalists
- [National Book Award](#) winners and finalists
- [The National Book Critics Circle Award](#) winners and finalists
- various publishers and distributor catalogs

MAINTENANCE

The Conrad Public Library collection is continually weeded and any damaged, outdated, or uncirculated materials may be removed. Due to space limitations, the Library must make room for new acquisitions by removing materials that have not been used by its patrons and no longer seem relevant to the collection. The removed materials will either be sold, donated, or disposed.

Approved by the Conrad Public Library Board of Trustees: December 17, 2020